

# Tour Request Form



Please note the following:

- A completed **Tour Request Form** must be submitted three weeks prior to the desired tour date
- Cancellations must be made at least one week prior to the scheduled tour date in order to receive a full refund
- Send your completed Tour Request Form via mail, email, or fax to:  
 Northwest African American Museum  
 Attn: Katie Williams  
 2300 South Massachusetts Street  
 Seattle, WA 98144  
 E: [kwilliams@naamnw.org](mailto:kwilliams@naamnw.org)  
 F: (206) 518-5665
- Upon receipt of your completed Tour Request Form, we will send you a confirmation letter, invoice, and pertinent tour information

## Contact Information

Organization Name
Address
Contact Name
Telephone Number
Email Address

## Scheduling Information

Please indicate the desired day, date, and time of your tour, as well as one alternative option. When arranging for your tour, please note Museum hours:  
*Monday—closed, Tuesday—closed, Wednesday 11:00-4:30, Thursday 11:00-7:00, Friday 11:00-4:30, Saturday 11:00-4:00, Sunday 12:00-4:00*

Day: _____	Alternative option: _____	Day: _____
Date: _____		Date: _____
Time: _____		Time: _____

## Group Information

Please provide details about your group:

Grade/Age
Number of participants*
Special Needs

\*The indicated number of participants will be used to calculate the projected tour fee due before or on the day of the tour. Please note group admission prices: *Adults—\$3, Students—\$5\*\*, Seniors—\$2*  
 \*\* NAAM can substantially reduce cost of admission for school groups who demonstrate need.

## Tour Information

Please indicate preferences:

Docent-led tour only
Tour + <i>Be Heart Smart</i> (grades K-2)
Tour + <i>Zine Time</i> (grades 3-5)

- For information regarding Museum tours, contact Museum Educator, Katie Williams at (206) 518-6000 x104

**The community dream of an African American Museum in Seattle’s Central District is now a reality.  
 Thank you for visiting us.**